

VACANCY ANNOUNCEMENT



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF INSPECTOR GENERAL

Washington D.C. 20250



**** This Vacancy Announcement has been amended to extend the closing date****

ANNOUNCEMENT NO: OIG-SES-5-035-I

OPENING DATE: 04/23/2005

CLOSING DATE: 05/27/2005

POSITION TITLE: Deputy Assistant Inspector General
for Investigations

SERIES/GRADE: ES-1811

SALARY: \$107,550 - \$162,100

LOCATION OF POSITION:

U.S. Department of Agriculture
Office of Inspector General
Assistant Inspector General for Investigations
Washington, DC

CONTACT OFFICE:

USDA, OIG, PD&RM, HRMD
USDA Stop 2306
1400 Independence Ave. SW.
Washington, DC 20250
(202) 205-3674
TDD (202) 720-3090
FAX (202) 720-4321

AREA OF CONSIDERATION

Open to All Qualified Federal Employees – U.S. Citizenship is Required

MAJOR DUTIES

As Deputy Assistant Inspector General for Investigations (DAIG/I), this position shares responsibility with the Assistant Inspector General for Investigations (AIG/I) for directing and managing the Office of Inspector General (OIG) Investigations headquarters and field programs and operations. The incumbent shares in planning, developing, supervising and conducting investigations into alleged or suspected violations of the law; fraud, waste, and abuse; and alleged or suspected violations of rules and regulations governing programs and operations of the United States Department of Agriculture (USDA). Executive level responsibilities include liaison with Federal agencies and mission areas internal and external to USDA.

The DAIG/I also assists in the management of Investigations program activities by providing advice and direction in the areas of policy development, program planning, and budget development, and in coordinating project activities and program implementation. The incumbent provides leadership, general direction, and coordination of investigative activities related to the USDA's programs that are primarily carried out through geographically dispersed field operations.

EVALUATION METHODS

Current SES career appointees, career SES reinstatement eligibles, and eligible SES Candidate Development Program graduates will be considered under noncompetitive appointment procedures.

Qualified candidates, who must compete, will be ranked by a panel of senior executives based upon the technical qualifications and executive core qualifications (see below).

APPROVAL AND PROBATIONARY PERIOD

An individual entering this position on an initial SES career appointment must have his or her qualifications approved by an Office of Personnel Management Qualification Review Board. Successful completion of a one-year probationary period is required before the appointment becomes final.

CONDITIONS OF EMPLOYMENT

The person selected for this position must: (1) pass a medical exam and sustain the physical condition standard of health required of Federal criminal investigators; (2) submit to a urinalysis to screen for illegal drug use prior to appointment - appointment to this position will be contingent upon a negative drug test result; (3) be aware that the position is a drug testing designated position, and the incumbent is subject to random drug testing; (4) be the subject of a pre-employment background (security) inquiry and be able to obtain a security clearance; (5) be aware of the requirement for successful completion of an OIG-approved basic criminal investigator training course; (6) qualify to carry and use firearms*; (7) possess and maintain a valid state driver's license; (8) file a financial disclosure statement under the provisions of Title 1 of the Ethics in Government Act of 1978; (9) be aware that the position often requires irregular and unscheduled hours, personal risks, arduous exertion under adverse environmental conditions, and considerable overnight travel (11 or more nights per month); (10) be willing to relocate (change official duty station) to meet management and program needs.

Applicants for this position are required to qualify with and use firearms. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition [Title 18 U.S.C. Section 922(g) (9)]. Thus, applicants are ineligible for this position if at ANY time they have been convicted of a misdemeanor crime of domestic violence, unless such conviction was expunged, set aside, pardoned, or their civil rights have been restored.

TECHNICAL QUALIFICATIONS

1. Knowledge of criminal investigation, law enforcement, and homeland security techniques, theories, programs and operations;

2. Demonstrated skill in managing, supervising and leading a law enforcement function throughout a large geographic area; and
 3. Ability to identify, assess, and implement law enforcement requirements for an effective law enforcement and criminal investigative program.
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EXECUTIVE CORE QUALIFICATIONS

Executive Core Qualification #1 - LEADING CHANGE

This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

Key Characteristics:

(a) Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.

(b) Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.

(c) Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, State and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.

(d) Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.

(e) Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.

(f) Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

Leadership Competencies:

Creativity & Innovation
Continual Learning
External Awareness
Flexibility

Resilience
Service Motivation
Strategic Thinking
Vision

Executive Core Qualification #2 - LEADING PEOPLE

This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

Key Characteristics:

(a) Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.

(b) Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).

(c) Recruiting, developing, and retaining a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respecting, understanding, valuing, and seeking out individual differences to achieve the vision and mission of the organization. Developing and using measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

(d) Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.

(e) Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.

(f) Resolving conflicts in a positive and constructive manner: this includes promoting labor/management partnerships and dealing effectively with employee relations matters; attending to morale and organizational climate issues; handling administrative, labor management, and EEO issues; and taking disciplinary actions when other means have not been successful.

Leadership Competencies:

Conflict Management
Leveraging Diversity

Integrity/Honesty
Team Building

Executive Core Qualification #3 - RESULTS DRIVEN

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Key Characteristics:

(a) Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.

(b) Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.

(c) Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.

(d) Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.

(e) Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.

(f) Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

Leadership Competencies:

Accountability	Entrepreneurship
Customer Service	Problem Solving
Decisiveness	Technical Credibility

Executive Core Qualification #4 - BUSINESS ACUMEN

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision-making.

Key Characteristics:

(a) Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.

(b) Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.

(c) Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.

(d) Overseeing procurement and contracting procedures and processes.

(e) Integrating and coordinating logistical operations.

(f) Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

Leadership Competencies:

Financial Management

Technology Management

Human Resources Management

Executive Core Qualification #5 - BUILDING COALITIONS/COMMUNICATION

This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organization, and to identify the internal and external politics that impact the work of the organization.

Key Characteristics:

(a) Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.

(b) Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.

(c) Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.

(d) Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating 'win-win' situations.

(e) Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

(f) Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

Leadership Competencies:

Influencing/Negotiating
Partnering
Interpersonal Skills

Political Savvy
Oral Communication
Written Communication

BASIS OF RATING

Candidates will be rated on the basis of meeting the qualifications criteria stated. Only candidates meeting all of the qualification requirements will be deemed eligible for further consideration. In determining the degree to which candidates possess the required or desired knowledge, skills, and abilities, the rating panel will consider related experience, education, training, awards, assessments and appraisals, and professional references.

APPLICATION PROCEDURES

Applicants must submit the following to the contact office address reflected on the first page of this announcement (faxed copies will be accepted):

SF-171, Personal Application for Federal Employment, OF-612, Optional Form for Federal Employment, resume, or other application format of your choice. The announcement number must be clearly indicated on the application. Candidates using other than the SF-171 or OF-612 must include all the information requested in the brochure "Applying for a Federal Job." A copy of the brochure (OF-510) can be obtained by contacting your local Federal personnel office or by calling OPM at 912/757-3000.

Candidate Development Program (SESCDP) graduates must include proof of OPM certification

The following are also required:

Supplemental statements that address the Technical and Executive Core Qualification Requirements. SESCO graduates and career applicants currently in SES need only address the technical qualifications. All others applicants must address both the Technical and Executive Core Qualifications.

A current Performance Appraisal (must be within 15 months from the closing date of the announcement). Individuals who occupy positions in which periodic appraisals are not given, should provide written justification for the absence of this document.

A copy of your most recent SF-50, Notification of Personnel Action (applies to current and former Federal Government employees).

APPLICATIONS POSTMARKED BY THE CLOSING DATE WILL BE ACCEPTED A MAXIMUM OF FIVE (5) WORK DAYS AFTER THE ANNOUNCEMENT CLOSES. APPLICATIONS FAXED MUST BE RECEIVED ON OR BEFORE THE CLOSING DATE.

New appointments to USDA must show verification of citizenship.

Applications submitted in response to this announcement become the property of this personnel office and will not be returned.

Applicants will receive notice of the outcome of this vacancy announcement as soon as possible after a selection is made.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring processes, please notify the agency. The decision on granting a reasonable accommodation request will be made on a case-by-case basis. If you need a reasonable accommodation, contact our Disability Program Manager on (202) 720-6001.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.